

**First Parish Concord  
Standing Committee  
Finance Committee Charter  
Approved: July 20, 2014  
Revised: October 4, 2015**

**Preamble**

At the June 9, 2013 Annual Meeting, the congregation approved a motion under Article V, recommending the formation of a Finance Committee for the purpose of supporting the ongoing financial management and the annual budget planning process of First Parish. The full text of the article and the meeting minutes related to Article V are provided below in Appendix A.

After careful analysis of First Parish financial processes, the Standing Committee decided that there was sufficient need to justify the creation of a Finance Committee. The Finance Committee charter became effective on September 14, 2014.

**Purpose and Authority of Finance Committee**

The purpose of the Finance Committee is to assist the Treasurer and Standing Committee in their efforts to support the Head of Staff and the Director of Operations.

The work of the Finance Committee will be aligned with the annual goals and long-range priorities of the Standing Committee and Head of Staff and will be determined by the Treasurer and/or Standing Committee.

The primary responsibilities of the Finance Committee will be:

1. To assist the Standing Committee and Treasurer to identify congregational priorities in support of the budget development process, by organizing and facilitating congregational discussions and compiling priorities for consideration by the Standing Committee, Treasurer, Head of Staff, and Director of Operations;
2. To assist the Head of Staff and Standing Committee to communicate budget alternatives to the congregation, by organizing and facilitating congregational discussions and compiling feedback for consideration by the Standing Committee/Treasurer and the Head of Staff/Director of Operations;
3. To be available to provide ad hoc financial and technical expertise to the Treasurer and the Director of Operations, and to take on special projects requiring financial expertise. The Standing Committee may ask the Finance Committee to explore mechanisms for improving the financial capacity of First Parish.

In budget planning and deliberations, the Standing Committee will consider reports from the Finance Committee along with information from the Treasurer, Head of Staff, Director of Finance and Operations and the congregation.

The Finance Committee is not a fundraising committee. Members who participate in First Parish fundraising efforts will be clear that they are acting as individuals.

**Finance Committee Authority**

The Finance Committee is a subcommittee of and reports to the Standing Committee. The Committee will operate in accordance with the 2014 Standing Committee policy on Congregational Groups.

## **Finance Committee Membership**

Finance Committee Members will be appointed by the Standing Committee from a pool of candidates generated by First Parish leaders and congregation members. A mix of financial, organizational, facilitation and other skills will be sought. The Finance Committee will consist of

The First Parish Treasurer and one additional Standing Committee member  
3 at-large congregation members

Additionally, the Director of Operations, representing the Head of Staff, and the Chair of the Standing Committee will serve as non-voting, ex-officio members of the Finance Committee. Beginning with the 2016-2017 parish year, the Finance Committee members will be appointed with staggered years of termination, so as to ensure continuity and ongoing renewal of the membership.

## **Leadership**

Finance Committee Chair: Responsibility for the overall operation of the Finance Committee is delegated by the Standing Committee to the Treasurer. The Treasurer, in consultation with the Standing Committee and Head of Staff, may delegate to, or share committee leadership responsibilities with, another member of the Finance Committee.

## **Reporting**

Meeting notes will be kept of all Finance Committee meetings, briefly summarizing topics discussed and decisions made. Monthly status reports will be provided by the Finance Committee to the Treasurer/Standing Committee Chair in advance of the Standing Committee's monthly meeting. Draft and final recommendations of the Finance Committee will be provided in writing to the Standing Committee for review.

The Finance Committee should use operating practices similar to those of the Standing Committee when it comes to decision making and communication. The Finance Committee may communicate directly with the congregation as needed in the course of its work.

## **Appendix A**

### **Article V: To hear and act upon any other business that may come before the meeting.**

At the June 9, 2013 Annual Meeting, Lillian Anderson presented a motion recommending the creation of a First Parish Finance Committee.

“We, the members of the congregation of First Parish in Concord, recommend that the Standing Committee establish a Finance Committee as a working committee for the purpose of supporting the ongoing financial management and the annual budget planning process of First Parish.

This Committee would advise and support the Treasurer and the Director of Operations. Its membership should be members of First Parish; the chair should not be a member of the Standing Committee. The Finance Committee should provide reports to the Standing Committee and the congregation as needed regarding the financial matters of First Parish.”

Ms. Anderson explained that the intention of the recommendation was to increase congregational involvement in church finances and support the efforts of the Standing Committee to manage and oversee First Parish finances.

Don Dembsey moved to amend the motion, adding the responsibility for the annual campaign to the duties of the proposed Finance Committee. Mr. Dembsey’s motion was seconded. During the discussion on the amendment, Ms. Anderson explained that the intention of the original motion was to give the Standing Committee flexibility and that defining specific responsibilities of the committee would restrict the Standing Committee. After discussion Mr. Dembsey’s motion was defeated.

William Holt moved to amend the original motion. Mr. Holt recommended that the Finance Committee be a working committee of the Standing Committee, that the Treasurer and Director of Operations be members of the working committee, and that the Chair of the committee be elected by the congregation. The motion was seconded. During the discussion of Mr. Holt’s amendment, Susan Ryan moved that the amendment be tabled for further study. The motion was seconded. After discussion, Ms. Ryan withdrew her motion. After discussion, Mr. Holt’s motion was defeated.

After further discussion of the original motion, the question was called. A vote to call the question failed.

After additional comments were made and questions were addressed, the Moderator called for a vote. The motion was approved.